



DEPARTMENT OF THE ARMY
US ARMY INSTALLATION MANAGEMENT COMMAND
HEADQUARTERS, UNITED STATES ARMY GARRISON, FORT GORDON
307 CHAMBERLAIN AVENUE
FORT GORDON, GEORGIA 30905-5730

REPLY TO
ATTENTION OF:

DEC 01 2009

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MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Installation Food Service Policy Memorandum No. 44 - Dining Facility Support

1. References:

- a. AR 30-22, 10 May 05, Army Food Program.
- b. AR 600-38, 11 Apr 88, Meal Card Management System.
- c. AR 15-6, 11 May 88, Procedures for Investigating Officers and Boards of Officers.
- d. AR 215-1, 10 Sep 90, Morale, Welfare, and Recreation.
- e. FM 10-23-2, 30 Sep 93, Techniques and Procedures for Garrison Food Preparations and Class I Operation Management.
- f. Food Service Contract, W911SE-05-R-0013.

2. Commanders at all echelons will be guided by the fact that subsistence is government property until such time as it is consumed by authorized personnel or discarded as waste.

3. Fort Gordon has five operational dining facilities, four contractor-operated and one military-operated. The Food Service contract contains a detailed work statement, which is the basis for the contractor's performance requirements. The work statement in turn is based upon the requirements of references above and the installation mission.

4. The Directorate of Contracting has designated the Installation Food Service Officer as the Contracting Officer's Representative (COR) and, as such, he has been given the authority to make necessary changes that fall within the scope of the contract. Changes which exceed the specifications or are "outside the scope" of the contract require a formal contract modification.

5. All food service support will be coordinated through the Installation Food Service Officer for contractor-operated dining facilities, with no exceptions. Anyone not coordinating through the Installation Food Service Office will be in violation of the contract and could commit the government to new service and added expenses. **A minimum of three working days** is

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required for all requests for food service support. All support will be requested on Fort Gordon Form 7444 and signed by the commander or first sergeant of the unit requesting support.

6. All units or activities, supported by a military operated dining facility, will request support on a memorandum, in accordance with (IAW) paragraph 7-12, reference a. The request will be submitted directly through the Brigade and Battalion S-4s to the supporting dining facility.

7. Battalion Organizational Days (one per year, normally on unit's birthday) will be supported by the dining facilities during weekdays only. All units (Battalion Level) will submit their requests through their S-4 to the Directorate of Support Services (DOSS), ATTN: Food Service, for approval to conduct the organizational day activities. Requests must be submitted on Fort Gordon Form 7444-R. Requests will be submitted at least **2 weeks prior to the scheduled event.** Units must coordinate all administrative requirements with the supporting dining facility. Commanders are reminded that when there is a difference in excess of 10 percent of the unit's requested meals and actual headcount, a report of survey will be accomplished IAW procedures in AR 30-22, paragraph 3-44 (1). Dining facility operations will not close down to support organizational day activities. Contract personnel will not be available to work the organizational day activity site.

8. Ice requests will be charged to all units and organizations. This requirement will be requested on DA Form 3161 with unit DDODAC and APC codes. All requests will be sent through the S-4s before submission to the Troop Issue Subsistence Activity (TISA). This request must be submitted at least **2 weeks prior to the scheduled event.** Ensure required delivery date is annotated on DA Form 3161. Due to the potential of contamination, ice intended for drinking will not be placed in water trailers.

9. Minor changes in meal serving times are possible in contractor-operated facilities, if the change results in a decrease in the total time between meals. However, extending the dinner or late feedings or moving back the breakfast meal will require approval of the COR and possibly a formal contract modification. Justification for extending the hours must be submitted in writing as early as possible, with a minimum of 72 hours.

10. A labor cost is incurred for units or activities, requesting food support, that are not assigned or attached to Fort Gordon. Before support can be requested, a Military Interdepartmental Purchase Request (MIPR) (accounting classification) must be provided to Directorate of Resource Management, BASOPS budget personnel.

11. It is prohibited to use government subsistence, dining facility equipment, and/or dining facility staff, military or civilian, to support social functions such as retirements, promotion/award ceremonies, religious activities, coffee call, parties, or other similar functions. Support for such functions must be obtained from other sources. Procedures to be used for supporting such social functions are outlined in AR 30-22.

12. The unauthorized diversion or misuse of government subsistence and supplies and failure to maintain or conduct accurate headcount procedures for requested food service support are considered mismanagement or fraudulent and must be investigated under the provisions of AR 15-6.

13. During field training, units (Active, Reserves, and National Guard) have a requirement to collect cash from observers and visitors (i.e., civilian and military), when they consume a meal in the field. Units must have a DD Form 1544 on hand (Cash Meal Payment Sheet) and utilize it for cash paying customers. Forms can be obtained through Supply and Services Division, Stock Control and Customer Service Branch, in building 13804.

14. A special food allowance has been authorized to provide warm or cool beverages to participants in field training exercises (i.e., participating in maneuvers, war games, and FTXs) lasting over 24 hours. Cool beverage mixes will be provided during hot months and warming beverages (i.e., coffee, hot tea, hot chocolate, and light soup) for the cold months. Requests to support nuclear biological chemical (NBC) training, common task training (CTT), physical training (PT), and weapons or other like training will not be considered field exercises. Warming or cooling beverages will not be provided with operational rations (MRE). These rations are complete meals. Components are packed in a flexible envelope inside the packed meal. Warming and cooling beverages are available to support IET students at all field locations.

15. Units opening field accounts are required to submit their requests 30 to 60 days in advance of the field exercise to Troop Issue Subsistence Activity (TISA). This will allow the TISA sufficient time to requisition orders and have rations available at the designated pickup point. Units will utilize the established field feeding SOP/Menu approved by the Installation Food Program Manager for all field operations.

16. Units requesting food service support directly from the Garrison dining facility will provide their own equipment (i.e., food containers and vacuum or insulated jugs).

17. When making decisions for support, each case should be judged on whether or not the function meets regulatory guidance and is within contract requirement.

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18. The proponent for this Policy Letter is the Installation Food Program Manager, DOSS, 706 791-2636.



GLENN A. KENNEDY, II
Colonel, SC
Commanding

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This Policy Memorandum supercedes the Garrison Commander's Policy Memorandum No. 44- Dining Facility Support, 4 February 2009.